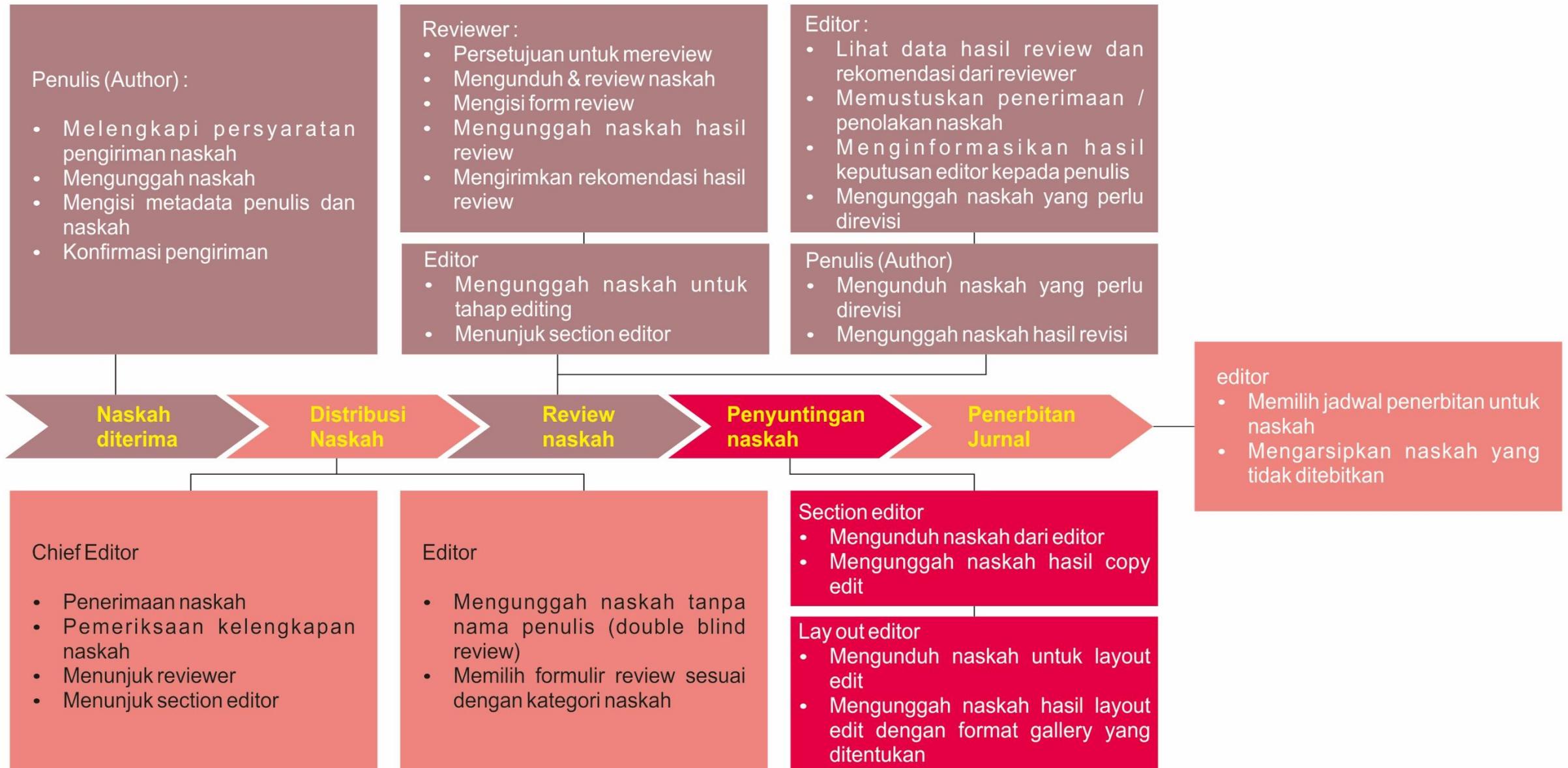# B-DeNT

JURNAL KEDOKTERAN GIGI UNIVERSITAS BAITURRAHMAH

TUTORIAL PENGGUNAAN OPEN JOURNAL SYSTEM (OJS)

untuk PENULIS (AUTHOR)

ALUR PENERBITAN JURNAL B-DeNT

Penulis (Author) :

- Melengkapi persyaratan pengiriman naskah
- Mengunggah naskah
- Mengisi metadata penulis dan naskah
- Konfirmasi pengiriman

Reviewer :

- Persetujuan untuk mereview
- Mengunduh & review naskah
- Mengisi form review
- Mengunggah naskah hasil review
- Mengirimkan rekomendasi hasil review

Editor :

- Lihat data hasil review dan rekomendasi dari reviewer
- Memustuskan penerimaan / penolakan naskah
- Menginformasikan hasil keputusan editor kepada penulis
- Mengunggah naskah yang perlu direvisi

Editor

- Mengunggah naskah untuk tahap editing
- Menunjuk section editor

Penulis (Author)

- Mengunduh naskah yang perlu direvisi
- Mengunggah naskah hasil revisi

editor

- Memilih jadwal penerbitan untuk naskah
- Mengarsipkan naskah yang tidak ditebitkan

Naskah diterima → **Distribusi Naskah** → **Review naskah** → **Penyuntingan naskah** → **Penerbitan Jurnal**

Chief Editor

- Penerimaan naskah
- Pemeriksaan kelengkapan naskah
- Menunjuk reviewer
- Menunjuk section editor

Editor

- Mengunggah naskah tanpa nama penulis (double blind review)
- Memilih formulir review sesuai dengan kategori naskah

Section editor

- Mengunduh naskah dari editor
- Mengunggah naskah hasil copy edit

Lay out editor

- Mengunduh naskah untuk layout edit
- Mengunggah naskah hasil layout edit dengan format gallery yang ditentukan

Alamat Jurnal

B-DeNT

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PKP   B-Dent, Jurnal Kedokteran Gigi

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P-ISSN : 2301-5454
E-ISSN : 2654-7643
Web : https://jurnal.unbrah.ac.id/index.php/bdent
Subject : Kedokteran Gigi
Penerbit : Fakultas Kedokteran Gigi Universitas Baiturrahmah
Frekuensi Terbitan : 2 kali dalam 1 Tahun
Keterangan :
Email : bdentjournal@unbrah.ac.id

ISSN 2301 - 5454

B-DeNT 2016
JURNAL KEDOKTERAN GIGI UNIVERSITAS BAITURRAHMAH
Vol. 3 / No. 1 / Juni 2016

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- EDITORIAL TEAM
- PUBLICATION ETHICS
- ABSTRACTING & INDEXING
- JOURNAL HISTORY

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- AUTHOR GUIDELINES
- ONLINE SUBMISSION GUIDELINES
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Sebelum naskah di upload, penulis perlu memperhatikan hal berikut:

a) Memastikan layout dokumen telah sesuai dengan panduan penulisan (*Author Guideline*) jurnal B-Dent

b) Dokumen yang diunggah dalam format Ms. Word

c) Untuk referensi, tambahkan URL atau alamat website dari referensi tersebut jika ada untuk proses sitasi

d) Ukuran file yang diunggah tidak melebihi batas yang ditetapkan (2MB)

e) Jika artikel telah di upload, mohon penulis mengirimkan email pemberitahuan kepada Redaksi jurnal B-Dent ke alamat email : bdentjournal@unbrah.ac.id

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https://jurnal.unbrah.ac.id/index.php/bdent

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Repeat password *

Salutation

First Name *

Middle Name

Diisi sesuai identitas (tanda bintang wajib diisi)

Last Name *

REGISTRASI (4)

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Bio Statement
(E.g., department and rank)

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Working Languages

Register as

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☐ Bahasa Indonesia

☐ English

☑ Reader: Notified by email on

☑ Author: Able to submit items

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1. Check List kotak pada "confirmation" untuk konfirmasi email dan password
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Click tombol "Register" dan Anda sudah dapat Log in dan Submit artikel anda

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LANGKAH 1
Pastikan artikel sesuai dengan petunjuk bagi penulis (author guidelines)

LANGKAH 2
Klik **New Submission** ketika muncul tampilan seperti gambar dibawah pada saat login sebagai author

LANGKAH 4
Cek semua submission checklist

B-DeNT

Pastikan kelima opsi terpenuhi dan check list pada kotak yang tersedia

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

☐ The paper should have not been published or considered for publication in the other journal or other media

☐ The format of the file is OpenOffice, Microsoft Word, RTF or WordPerfect

☐ URLs for references should be provided

☐ The text uses 1 space, font 12, italic, no underline (except for URL). All the illustration, figures and tables should be put in the text, not at the end

☐ Texts which follow the right guidelines can be seen in Author's Guidelines

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LANGKAH 7
Uploading the Submission

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Middle Name

Last Name *   Ferdina

Email *   resa_fkgunbrah@yahoo.com

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URL

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(Your institution, e.g. "Simon Fraser University")

Country   Indonesia

Competing interests
CI POLICY

Bio Statement
(E.g., department and rank)

Add Author

Tanda Bintang WAJIB DIISI

Tidak wajib diisi

Data disesuaikan dengan isi ketika "REGISTER"

"Klik" jika penulis lebih dari 1

Title and Abstract

Title *

Abstract *

TITLE diisi menggunakan huruf KAPITAL

Abstrak diisi maksimal 250 kata

LANGKAH 9
Isi indexing dan contributor

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3

Academic discipline and sub-disciplines

E.g., Dentistry; Dental; Kedokteran Gigi

Isi berdasarkan tema/sub-keilmuan tulisan penulis (contoh periodonsia, penyakit

Language

en

English=en; French=fr; Spanish=es. Additional codes.

Bahasa yang digunakan dalam penulisan

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Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science)

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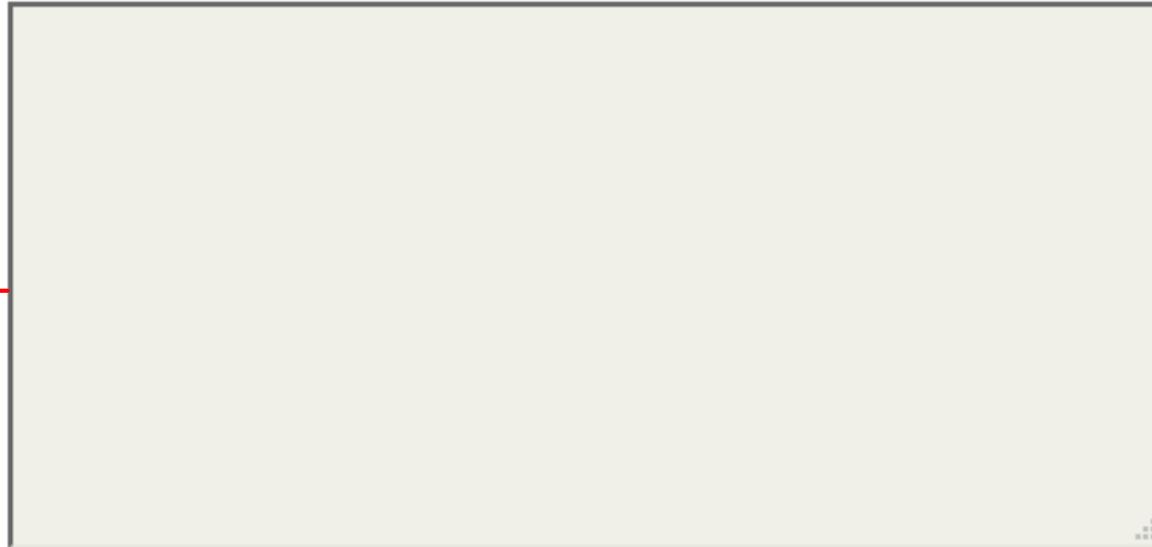Isi jika ada pihak yang terlibat dalam tulisan (sumber bantuan dana penelitian)

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Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

Masukkan Referensi Primer (seperti jurnal ilmiah, buku, dll)

Save and continue   Cancel

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LANGKAH 11
Upload Suplementary File (Jika ada)

Step 4. Uploading Supplementary Files

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(b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures
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ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION

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Upload supplementary file   Browse...   No file selected.   Upload   ENSURING A BLIND REVIEW

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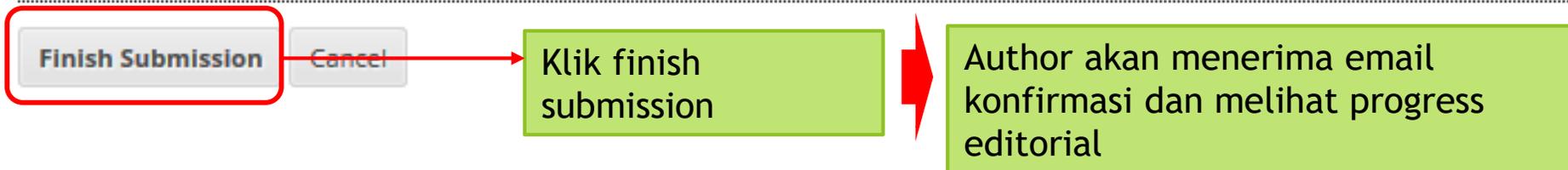
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102	1. ABSTRACT-DESI RATNA SARI-(OP-R08).DOC	Submission File	62KB	12-04

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Author akan menerima email konfirmasi dan melihat progress editorial

Proses Review

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Penulis selanjutnya akan merespon hasil review dari reviewer (mitra bestari) yang sudah dipustuskan editor. Keputusan yang akan diterima Penulis adalah sebagai berikut :

1. Accept Submission, artinya reviewer merekomendasikan naskah layak diterima tanpa ada perbaikan

2. Revision Required, artinya reviewer merekomendasikan naskah butuh perbaikan minor tanpa harus mereview ulang

3. Resubmit for review, artinya reviewer merekomendasikan naskah butuh untuk direview kembali oleh reviewer. Hal ini diakrenakan terlalu banyak revisi yang dibutuhkan

4. Decline Submission, artinya reviewer merekomendasikan naskah ditolak. Biasanya terkait dengan kualitas naskah.

Submission Status

"ACTIVE" untuk mengetahui daftar artikel yang telah diunggah dan statusnya
"ARCHIVE" untuk mengetahui daftar artikel yang telah selesai diproses dan status akhirnya

Merespon hasil review dari Reviewer/Editor (1)

1. Penulis login ke Sistem Jurnal
2. Setelah login klik tanda tulisan active

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| Author | 1 Active | 0 Archive |

Merespon hasil review dari Reviewer/Editor (2)
Klik bagian Status (in review)

Merespon hasil review dari Reviewer/Editor (3)

Peer Review

Round 1

Review Version	57-103-1-RV.DOC 2018-12-04
Initiated	2018-12-04
Last modified	2018-12-04
Uploaded file	None

Editor Decision

Decision	Accept Submission 2018-12-04
Notify Editor	Editor/Author Email Record No Comments
Editor Version	57-106-1-ED.DOCX 2018-12-04
Author Version	57-107-1-ED.DOC 2018-12-04 DELETE
Upload Author Version	Browse... No file selected. Upload

1 Pada bagian pee review, penulis akan melihat file hasil review. Penulis juga dapat melihat di bagian upload file reviewer atau di bagian editor version.

2 Penulis bisa melihat komentar dari editor atau reviewer sebagai bahan tindak lanjut perbaikan naskah

3 Setelah memperbaiki naskah, penulis mengunggah naskah
Klik Browse pilih file kemudian tekan upload

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Merespon hasil review dari Reviewer/Editor (3)

Peer Review

Round 1

Review Version	57-103-1-RV.DOC 2018-12-04
Initiated	2018-12-04
Last modified	2018-12-04
Uploaded file	None

Editor Decision

Decision	Accept Submission 2018-
Notify Editor	📧 Editor/Author Ema
Editor Version	57-106-1-ED.DOCX 2018-12-04
Author Version	57-107-1-ED.DOC 2018-12-04 DELETE
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2

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From   "drg, MARS Resa Ferdina" <resa_fkgunbrah@yahoo.com>

Subject   EFEKTIVITAS EKSTRAK KUNYIT (CURCUMA DOMESTICA) TERHADAP JUMLAH SEI

Body   Naskah sudah diperbaiki

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